

Hello Ruth Arianne,

I'm Laura, with Resume-Now. I have personally reviewed your resume and would like to offer you some helpful advice and tips for improvement. I've included suggestions for each section of your resume, as well as guidance on how to choose content that highlights your value as a candidate.

Here are my comments and recommendations for you:

Summary Section:

You should always keep your target position in mind. Write your summary to show how your experience and skills will easily translate to your new position.

You have included some relevant content, but it is too weak to adequately highlight your experience or skillset. The goal is to convince hiring professionals that you are the ideal candidate for this role by including just the right amount of working and avoiding any extra verbiage that is not directly relevant to the target role.

Skills Section:

You can really make this section stand out by reviewing the job ad you're applying for and include any specific skills, abilities and experience you have that will be beneficial for the new role.

This section is off to a great start, but some thoughtful revisions will strengthen the resume to truly showcase your talents. List at least 6-8 skills and be sure to choose an even number to create a balanced appearance.

Experience/Work History Section:

It's often difficult to decide what to write for job descriptions. One strategy is to think in terms of how you made a difference. Describe what impact you had, what you changed or what you improved while in the position.

Your past duties can be helpful in illustrating your skills and strengths so I suggest you select 4-6 value-centered bullet points for each role in the past 10 years. Keep your target job role in mind and choose to include descriptions that show transferable skills and valuable contributions.

Here are some questions to ask yourself to help identify what experience would be beneficial:

- What would your manager say were your strengths?
- What projects did you work on? What were the results?
- Did you manage others, work on a team or serve customers? What did you accomplish?

Education Section:

Use this section for your formal education and degrees only. Licenses, certificates and other courses should be listed in a separate section.

I see that you've made good choices here, so there's no need to make any changes to your Education section.

Grammar/Punctuation and Formatting:

And finally, make sure you carefully proofread everything at least twice - do not count on spellcheck to catch everything! Any grammar, punctuation or formatting error, no matter how small, will hurt your chances of getting an interview.

I sincerely hope my suggestions are helpful. By following the tips I've outlined in this review, you'll have a resume that will serve you well in today's job market.

I wish you the best of luck with your job search!

Laura

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